



Once you have received notification of completed environmental review and an Award Letter to make repairs to your home, it is time to select a contractor. Prior to selecting a contractor, be sure to check with your local building department on whether an architect is required.

Provided below are some guidelines that will better prepare you to make an informed decision on your selection of a contractor and design professional.

- Depending on the size of your project you may want to consider hiring a licensed architect or engineer to assist you through the contractor selection and construction phase. An allowance to help cover the costs of an architect / engineer is included in your award. A list of Architect and Engineer firms can be found at [www.stormrecovery.ny.gov](http://www.stormrecovery.ny.gov).
- Use only licensed contractors for all electrical, plumbing and home repair work. A list of contractors can be found at [www.stormrecovery.ny.gov](http://www.stormrecovery.ny.gov). While not required, it is good practice to contact more than one contractor.
- Be aware that home repair, plumbing and electrical contractors need to be licensed in the municipality where the work is being done. A contractor licensed in one municipality may or may not be licensed in another. Make sure that the contractor you hire is licensed in the municipality in which your home is located.
- Ask contractors for references and the location of similar work performed in the area. Visit work sites and follow up with references.
- If your home was built prior to 1978, make sure your contractor or his/her subcontractor is a Certified Lead Contractor. Also if your home needs other environmental remediation (mold, asbestos removal etc.) make sure your contractor is qualified to perform the work.
- Review the scope of work with contractors and ask how they would approach the project. Is their approach consistent with the scope of work and your priorities?
- It is good practice to get several estimates. Be sure all contractors are bidding on the same scope and quality of work.
- Make sure the contractor has current and proper insurance listing you as additional insured.
- Sign a contract that includes at a minimum:
  - i. Contractor's business name, personal name, address and telephone
  - ii. Contractor's Consumer Affairs license number
  - iii. All terms and conditions for the job, including the payment schedule
  - iv. Description of all work performed – include scope of work in contract
  - v. All costs for labor, parts, materials
  - vi. Approximate start and completion dates
  - vii. Warranty covering materials and workmanship for a minimum of one year
  - viii. Right of Recission clause

Stay in contact with the contractor and monitor the work that is being done. Make sure you are satisfied with the work.

For additional information on contractors contact the Nassau County Office of Community Affairs at (516) 571-2600 or the Suffolk County Office of Consumer Affairs at (631) 853-4600.

Nassau County--- [www.nassaucountyny.gov/agencies/OCA/index.html](http://www.nassaucountyny.gov/agencies/OCA/index.html)

Suffolk County--- [www.suffolkcountyny.gov/Department/ConsumerAffairs.aspx](http://www.suffolkcountyny.gov/Department/ConsumerAffairs.aspx)

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